

February 27, 2008

TO: John McFadden

FROM: Teresa Parsons  
Director's Review Supervisor

SUBJECT: John McFadden v. South Puget Sound Community College  
Allocation Review Request ALLO-07-015

On February 15, 2008, I conducted a Director's review meeting by telephone conference call, concerning the allocation of your position. Present at the Director's review meeting were you and Dr. Patricia Hutcherson, Vice President for Human Resources at South Puget Sound Community College (SPSCC).

**Background**

On December 11, 2006, you submitted a Position Review Request (PRR) to the Human Resources Office at SPSCC, requesting your Retail Clerk I position be reallocated to Bookstore Buyer (Exhibit 3). After reviewing the PRR and interviewing you and your supervisor, Dr. Hutcherson determined you were working out of class. By memorandum dated February 13, 2007, Dr. Hutcherson notified you she was reallocating your position to the Retail Clerk Lead classification (Exhibit 2).

On March 12, 2007, the Department of Personnel received your request for a Director's review of SPSCC's allocation determination (Exhibit 1).

The following summarizes your perspective as well as your employer's:

### **Summary of Mr. McFadden's Perspective**

You acknowledge your position does not have responsibility for purchasing textbooks or course materials. However, you assert you initiate and direct the purchasing of general merchandise for the bookstore, ranging from paper goods and supplies to electronics, backpacks, snacks and gifts. You contend you have responsibility for purchasing, ordering, receiving, and storing merchandise. As part of your job, you state that you analyze and plan inventory levels and marketing strategies to provide students affordable merchandise, while maintaining the bookstore's profitability. You assert you recommend changes for purchasing procedures and confer with your supervisor, the Director of Auxiliary Services. You believe the Bookstore Buyer position fits the level of responsibility assigned to your position.

### **Summary of SPSCC's Reasoning**

SPSCC acknowledges your position has responsibility for regularly purchasing general merchandise items for the bookstore. SPSCC further acknowledges you plan inventory levels and marketing strategies and that you determine selling prices with regard to profit goals and objectives. However, SPSCC contends your position is not responsible for purchasing textbooks or conferring with college faculty about textbooks or other course-related material. SPSCC asserts textbook ordering is a key component of the Bookstore Buyer position. At the same time, SPSCC recognizes your position's level of responsibility in dealing with general merchandise orders and believes your position exceeds a Retail Clerk I. SPSCC also recognizes your lead role in training retail staff in the areas of customer service, merchandise displays, and signage. Overall, SPSCC believes the Retail Clerk Lead classification best describes your position for the time period in question.

### **Director's Determination**

This position review was based on the work performed for the six-month period prior to December 11, 2006.

As the Director's designee, I carefully considered all of the documentation in the file, the exhibits presented during the Director's review meeting, and the verbal comments provided by both parties. Based on my review and analysis of your assigned duties and responsibilities, I conclude the Retail Clerk Lead classification best fits your position for the relevant time period.

### **Rationale for Determination**

Your position's purpose is to "investigate, research and provide the best possible bookstore supplies and products for resale to the college community . . ." (Exhibit 3).

The primary job duties include initiating and directing the purchase of bookstore supplies, planning inventory levels, and determining pricing and marketing strategies.

When comparing your assigned duties and level of responsibility with the Retail Clerk Lead classification, your position meets the basic function, which reads as follows:

Lead bookstore and/or service personnel in the ordering, receiving, sales, inventory, cash control, and/or customer service functions for a retail and/or service operation.

During the Director's review meeting, both you and Dr. Hutcherson confirmed that you have sole responsibility for ordering general merchandise supplies and that you serve as an assistant to the Director of Auxiliary Services in managing the bookstore's supplies (other than textbooks). You also train and lead retail staff in customer service functions, as well as creating store displays. Your position meets the basic function and distinguishing characteristics of the Retail Clerk Lead classification.

The basic function for the Bookstore Buyer classification states, "[p]urchase text books, supplies, materials, and/or equipment for campus bookstore(s)." The distinguishing characteristics include purchasing the above items with an annual net sales value of at least \$300,000 for a campus bookstore. The distinguishing characteristics also include monitoring inventory and determining when to initiate purchases, as well as coordinating merchandise flow through departments. While you monitor inventory and initiate purchases for general merchandise, you do not purchase textbooks or coordinate the purchase of course material with faculty.

In comparing your assigned duties and responsibilities with the available job classifications, the Retail Clerk Lead classification best describes your position for the period of June 11, 2006, through December 11, 2006.

### **Appeal Rights**

RCW 41.06.170 governs the right to appeal. RCW 41.06.170(4) provides, in relevant part, the following:

An employee incumbent in a position at the time of its allocation or reallocation, or the agency utilizing the position, may appeal the allocation or reallocation to . . . the Washington personnel resources board . . . . Notice of such appeal must be filed in writing within thirty days of the action from which appeal is taken.

The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

If no further action is taken, the Director's determination becomes final.

Enclosure: List of Exhibits